Individual Critical Task List

42A - Human Resources Specialist - SL4
Enlisted, MOS: 42A, Skill Level: SL4, Duty Pos: UQJ

Approved
02 Aug 2021

Effective Date: 02 Aug 2021

Target Audience: Human Resources Specialist, PMOS 42A, SSG or SFC.

Total Number of Tasks: 15

- **Training Domain/Location Column** – identifies the training location and the Leadership Domain (Institutional, Operational, or Self-Development) where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "OP" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (S-D, INST), the resident course where the task was taught.
- **Sustainment Training Frequency Column** – indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency.
- **Sustainment Training Skill Level Column** – lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl

Subject Area 1. Enduring Essential Human Resources Functions

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4041	Analyze Human Resources Planning Considerations	INST	AN	SL4
805C-42A-4065	Plan for Joint Human Resources Operations	INST	AN	SL4

Subject Area 2. MAN THE FORCE

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4233	Coordinate Personnel Information Management	INST	AN	SL4
805C-42A-4411	Manage Enlisted Strength	INST	AN	SL4
805C-42A-4412	Organize the Personnel Readiness Process	INST	AN	SL4
805C-42A-4414	Direct Personnel Readiness Management	INST	AN	SL4
805C-42A-4415	Interpret Unit Status Reporting Data	INST	AN	SL4
805C-42A-4416	Direct Deployed Personnel Accountability	INST	AN	SL4
805C-42A-4417	Implement Deployed Personnel Strength Reporting	INST	AN	SL4

Subject Area 3. Provide HR Services

Task Number	Task Title	Training Domain / Location	Sust Tng Freq	Sust Tng Sl
805C-42A-4020	Process Line of Duty Investigation	INST	AN	SL4
805C-42A-4021	Review the Evaluation Reporting System Status	INST	AN	SL4
805C-42A-4100	Integrate Legal Support	INST	AN	SL4
805C-42A-4101	Analyze Military Pay	INST	AN	SL4
805C-42A-4234	Coordinate Deployed Casualty Operations	INST	AN	SL4
805C-42A-4413	Coordinate Deployed Postal Operations	INST	AN	SL4